

**AGENDA  
SUTTONS BAY TOWNSHIP PLANNING COMMISSION  
REGULAR MEETING  
201 N St Marys Street, Suttons Bay  
Tuesday, March 1, 2022  
6:00 PM**

THE MEETING WILL BE HELD AT SUTTONS BAY BINGHAM FIRE AND RESCUE 201 ST MARYS STREET. The public may participate in person or by remote access through Zoom access by computer and smart phone using the following link:

Join Zoom Meeting

<https://us02web.zoom.us/j/82224798746?pwd=ejhJVVU2K2tZVU91NFh6UC8wdW95QT09>

Meeting ID: 822 2479 8746    Passcode: 634837    1- 312 626 6799 US

**Approval of Agenda**

**Public Comment**

**Conflict of Interest**

**Approval of Minutes:**        January 31, 2022 & February 1, 2022

**Items of Discussion/Consideration:**

1.    Zoning Ordinance Overhaul Project/Mathew Cooke

**Reports:**

Zoning Administrator	Steve Patmore
Planner:	Mathew Cooke, Networks Northwest
Township Board:	Tom Nixon
Chair Comments:	Dennis Rathnaw

**Commissioners' Comments**

**Public Comment**

**Next Meeting Agenda April 5, 2022**

**Adjournment (8:00 PM unless extended by a motion.)**

**Commission Packets can be viewed at: <https://www.leelanau.gov/suttonsbaytwppln.asp>**

*This meeting is a session of the Suttons Bay Township Planning Commission held in public for the purpose of conducting the Commission's business and is not to be considered a public community meeting. There is time set aside for public comment during the meeting as noted on the Agenda, and the Planning Commission welcomes the public's input at that time.*

March 1, 2022

**To:** Suttons Bay Township Planning Commission  
**Fr:** Mathew Cooke, Community Planner  
**Re:** Suttons Bay ZOO

**ZOO Update**

I should have the Google Sheets (excel spreadsheet) live link completed for you prior to the meeting. This will have the accumulation of comments received from all members, notes from discussion, and what needs to be done. I will send out that link for your review as soon as complete.

**Articles 15-26 Comments**

Attached are the comments we have received so far. I will forward any additional comments out as they come in, and will add them to the ZOO Review Comments spreadsheet for the meeting.

Suttons Bay Township Zoning Ordinance

*Suggested Changes and Corrections to Articles 15-26*

Tom Nixon

**ARTICLE 15:**

Page 15-1, Section 15.1.2, A.2.

REMOVE: "Industrial zoning district" ADD: "district" after "Commercial".

Page 15-12, Section 15.3.2., A.

DISCUSS: 80 foot height of Small Wind tower.

**ARTICLE 16:**

Page 16-1, Section 16.1

Should this paragraph refer to the outdated Master Plan.

Page 16-3, Section 16.4 B.1.

RECHECK: All Section/Reference numbers.

Page 16-4, Section 16.6.E.

Need a definition for "Ridge Line".

**ARTICLE 19:**

Page 19-2, Section 19.3. C.

ADD: "This review is performed by the Commission".

Page 19-11, Section 19.17. B.

DISCUSS: Why ZBA doesn't review decisions of Special Use Permits.

**ARTICLE 20:**

Page 20-2, Section 20.2.A.1.

ADD: an "I" to "and" in second sentence to make "land".

**DRAFT MINUTES  
SUTTONS BAY TOWNSHIP PLANNING COMMISSION  
SPECIAL MEETING - MINUTES OF JANUARY 31, 2022**

**CALL TO ORDER**

Dennis Rathnaw, called the Suttons Bay Township Planning Commission Special Meeting to order on Tuesday, January 31, 2022, at 6:02 p.m. at the Suttons Bay Fire Department, 201 N. St. Mary's Street, Suttons Bay Township, Michigan. The meeting was held in person with zoom attendees.

**ROLL CALL - Quorum Present**

Present: Dennis Rathnaw, Don Gregory, Dee McClure, Rhoda Johnson,  
Andy Brandt, Patti Miller, Tom Nixon, Doug Periard

Absent: Amy Coleman

Staff Present: Steve Patmore, Mathew Cooke

Dennis Rathnaw said the Zoning Board of Appeals at its January 26, 2022 Meeting confirmed the Planning Commission's decision regarding Leelanau Watersports.

**Approval of the Agenda**

*Rhoda Johnson/moved, Andy Brandt/supported, to approve the Agenda, passed.*

**Public Comment**

None

**Conflict of Interest -**

None

**Items for Discussion**

**1. Zoning Ordinance Overhaul Project - Mathew Cooke - See  
Memo from Mathew Cooke -**

**a. Review of Articles 1 - 6 of ZOO**

Mathew Cooke acknowledged that he received Planning Commission comments for Articles 1 thru 14.

Comments - Commissioners commented on the Review Comments submitted by Mathew Cooke

Commissioners agreed on changes to Articles 1, 2, 3, 4, 6.

Steve Patmore asked Don Gregory and Andy Brandt if buildings larger than 10,000 sq ft are needed in the ag district.

**Public Comment** - None

**Next Regular Meeting - February 1, 2022**

**Adjournment** - The meeting was adjourned at 8:02 pm

Minutes by Marge Johnson, Recording Secretary  
Amy Coleman, Planning Commission Secretary

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**DRAFT MINUTES  
SUTTONS BAY TOWNSHIP PLANNING COMMISSION**

**MINUTES OF FEBRUARY 1, 2022**

**CALL TO ORDER**

Dennis Rathnaw, Chair, called the February 1, 2022 Suttons Bay Township Planning Commission Meeting to order at 6:02 p.m. at the Suttons Bay Fire Department, 201 S. St. Mary's Street, Suttons Bay Township, Michigan. The meeting was held with public participation via Zoom electronic remote access.

**ROLL CALL - Quorum Present**

Present: Dennis Rathnaw, Tom Nixon, Dee McClure, Rhoda Johnson,  
Patti Miller, Andy Brandt, Don Gregory,

Absent: Doug Periard, Amy Coleman

Staff Present: Mathew Cooke (in person). Marge Johnson via Zoom.

Dennis Rathnaw read a letter from Amy Coleman who resigned from the Planning Commission effective January 8, 2022.

**Approval of Agenda**

*Andy Brandt/moved, Don Gregory/supported, to approve the Agenda, passed.*

**Public Comment**

Sharon Livingston, Peck Rd., said she is interested in commercial and residential setbacks.

**Conflict of Interest** - None.

**Approval of Minutes - January 4, 2022**

*Tom Nixon/moved, Dee McClure/supported, to approve the January 4, 2022 Minutes as submitted, passed.*

**Items of Discussion/Consideration:**

## **1. Election of Officers 2022**

*Tom Nixon/moved, Rhoda Johnson/supported, to appoint Dennis Rathnaw as Chair, Don Gregory as Vice-Chair, and Dee McClure as Secretary, passed.*

Tom Nixon said this has been a contentious year for the Planning Commission, major challenges unlike those of most planning commissions. I would like to commend Dennis Rathnaw for the manner in which you helped us steer through pretty difficult waters at a time when you were not really experienced in being in the Chair position, nor had you been on this Commission very long. I would like to extend to you as one member of this Commission my thank you for the effort and time you have given and the manner in which you have conducted meetings, as I think we conducted ourselves as best we could, which is really a reflection on the Chair. Chair Rathnaw said thank you Tom.

## **2. Zoning Ordinance Overhaul Project/Mathew Cooke**

### **a. Review of Articles 1-6 of ZOO-continued**

Discussion of Articles 1, 2, 3, 4, 5 & 6 of the ZOO was held by the Planning Commission and staff.

### **b. Review of Articles 7-14 of ZOO**

Discussion of Articles 7, 8, 9, 10, 11, 12, 13 & 14 of the ZOO was held by the Planning Commission and staff.

## **Reports:**

**Zoning Administrator** - Steve Patmore's Report was submitted.

**Planner** - Tom Nixon reported on the January 26, 2022 Zoning Board of Appeals Meeting regarding Leelanau Watersports.

**Township Board** - None

**Public Comment** - None.

**Next Regular Meeting** - March 1, 2022

**Adjournment** - Chair Dennis Rathnaw adjourned the meeting at 8:00 p.m.

Minutes by Marge Johnson, Recording Secretary

Dee McClure, Planning Commission Secretary

# ZONING ADMINISTRATOR'S REPORT

## SUTTONS BAY TOWNSHIP

February 2022 (to-date)

For March 2022 Planning Commission and Township Board Meetings

Prepared by Steve Patmore

### LAND USE PERMITS ISSUED

DATE	TOTAL	NEW HOMES	ADDITIONS	ACCESSORY STRUCTURES	OTHER
Feb. 2022 (to date)	4	2	2	0	0
Year To Date	8	4	3	1	0
Year to date 2021	3	2	0	1	0
Year to date 2020	2	0	0	1	1
Year to date 2019	2	2	0	0	0
Year to date 2018	1	1	0	0	0
Year to date 2017	3	0	2	1	0
Year to date 2016	0	0	0	0	0
Year to date 2015	0	0	0	0	0

9000 E. Duck Lake Road – addition to Food Processing and Farm Market – Conditional use

9771 E. Solem Rd. - New Single-Family Dwelling

1898 S. Simon Rd. - addition

2494 N. Setterbo Rd. - New Single-Family Dwelling

### **Land Divisions:**

- Several questions about splitting of land – preliminary reviews.

### **Zoning Board of Appeals:**

- Hearing scheduled for Feb. 28<sup>th</sup> for Variance Request - Stony Point Rd

### **Short Term Rentals:**

- So far 24 Permits issued for 2022. (22 Renewals – 2 New)
- Many questions on short-term rentals

### **Other:**

- Inquiries about guest houses.
- Revisions to existing Land Use Permits
- Site Plan Review – 9 Bean Rows
- Site Plan Discussions – Capital Stoneworks
- General questions on properties and real estate sales.

Nic Welty of 9 Bean Rows will attend a meeting to talk to the Planning Commission about options/ideas that he is contemplating for worker housing.